

How to Check for Unfunded Payroll Amounts

July 3, 2006

A new General Ledger Account has been added:

#1140003300 – Payroll fund DT/DF – Unfunded Payroll

This is to show how to use your Trial Balance Sheet to check for Unfunded Payroll amounts for your Business Area, or by Fund.

Unfunded Payroll means that Payroll expense has been posted, but cash has not been transferred to the PAYROLL fund to pay your payroll.

After the Office of Personnel Management (OPM) exits payroll, the Office of Accounting posts payroll expense, and you can see it on your Trial Balance. The Payroll expense accounts will show expense amounts, and GL #1140003300 will show credits equal to the posted expense. The Office of Accounting will then transfer payroll cash, and you will see a reduction in your cash balance, and the total balance on GL #1140003300 should be reduced to zero.

To do this, use Transaction Y_DEV_80000025 – Trial Balance sheet.

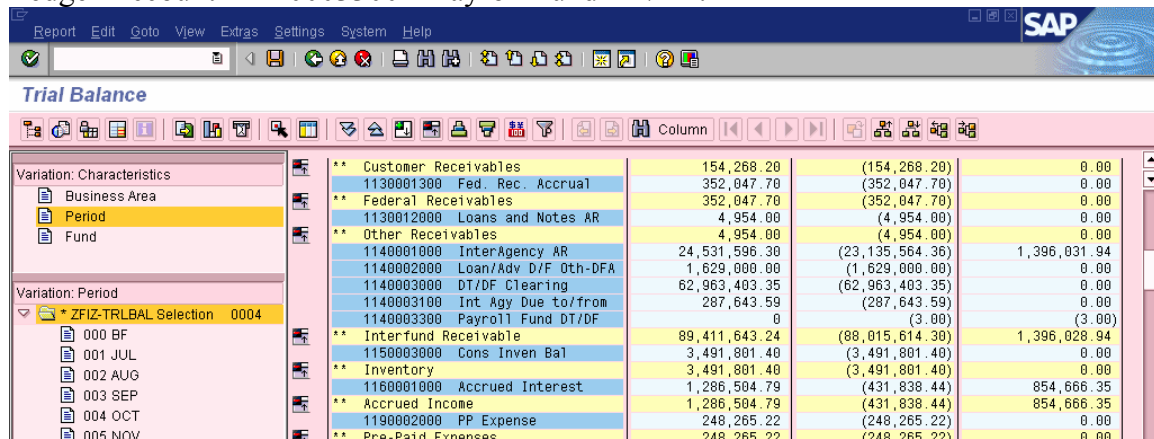
The screenshot shows the SAP 'Trial Balance sheet: Selection' screen. The interface includes a menu bar (Program, Edit, Goto, Environment, System, Help) and a toolbar with various icons. Below the toolbar, there are tabs for 'Variation', 'Output Parameters...', 'Data Source...', and 'Extract Parameters...'. The 'Selection values' section contains fields for 'Fiscal year' (set to 2006), 'Period from', and 'Period to' (set to 12). The 'Selection groups' section contains fields for 'Account group' (set to ZFI-TRIAL-BALANCE), 'Or value(s)', 'Agency group', 'Or value(s)' (set to 0900), 'Fund group', and 'Or value(s)'. Each 'Or value(s)' field has a 'to' field and a selection icon.

Enter your Business Area, and click on “Execute”. Business Area 0900 is used in this example.

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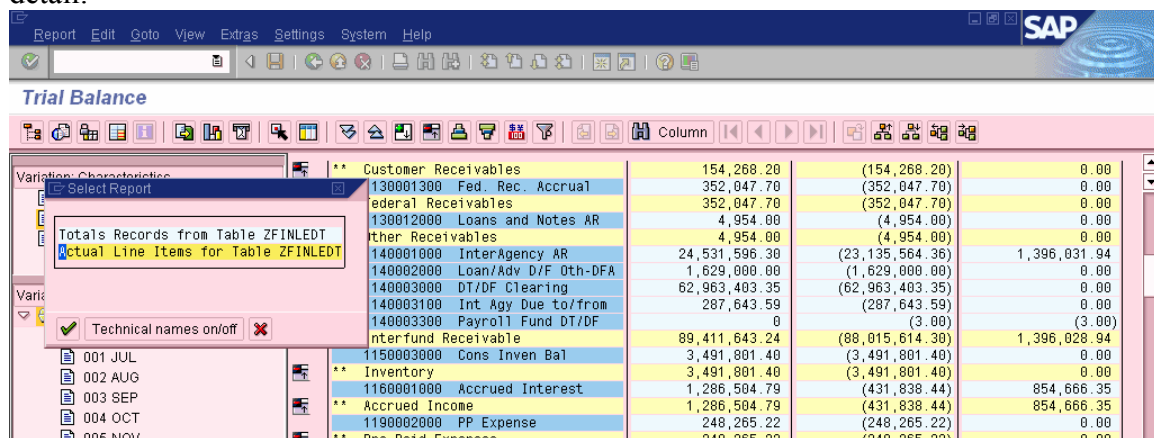
Your Trial Balance for your Business Area will be displayed. Scroll down to see General Ledger Account #1140003300 – Payroll Fund DT/DF.



The screenshot shows the SAP Trial Balance report interface. The left sidebar contains a tree view with 'Variation: Characteristics' expanded, showing 'Business Area', 'Period', and 'Fund'. Under 'Period', 'ZFIZ-TRLBAL Selection 0004' is selected. The main table displays a list of GL accounts with their respective debit and credit balances. The account #1140003300 Payroll Fund DT/DF is highlighted, showing a balance of (3.00).

Account	Debit	Credit	Balance
** Customer Receivables	154,268.20	(154,268.20)	0.00
1130001300 Fed. Rec. Accrual	352,047.70	(352,047.70)	0.00
** Federal Receivables	352,047.70	(352,047.70)	0.00
1130012000 Loans and Notes AR	4,954.00	(4,954.00)	0.00
** Other Receivables	4,954.00	(4,954.00)	0.00
1140001000 InterAgency AR	24,531,596.30	(23,135,564.36)	1,396,031.94
1140002000 Loan/Adv D/F Oth-DFA	1,629,000.00	(1,629,000.00)	0.00
1140003000 DT/DF Clearing	62,963,403.35	(62,963,403.35)	0.00
1140003100 Int Agcy Due to/from	287,643.59	(287,643.59)	0.00
1140003300 Payroll Fund DT/DF	0	(3.00)	(3.00)
** Interfund Receivable	89,411,643.24	(88,015,614.30)	1,396,028.94
1150003000 Cons Inven Bal	3,491,801.40	(3,491,801.40)	0.00
** Inventory	3,491,801.40	(3,491,801.40)	0.00
1160001000 Accrued Interest	1,286,504.79	(431,838.44)	854,666.35
** Accrued Income	1,286,504.79	(431,838.44)	854,666.35
1190002000 PP Expense	248,265.22	(248,265.22)	0.00
** Pre-Paid Expenses	248,265.22	(248,265.22)	0.00

This example shows a balance of (\$3.00) on GL account #1140003300. Double click on this balance to drill down. You will see a box pop up with a choice of Totals Records or Actual Line Items. Double click on “Actual Line Items” to see the current Fiscal Year detail.



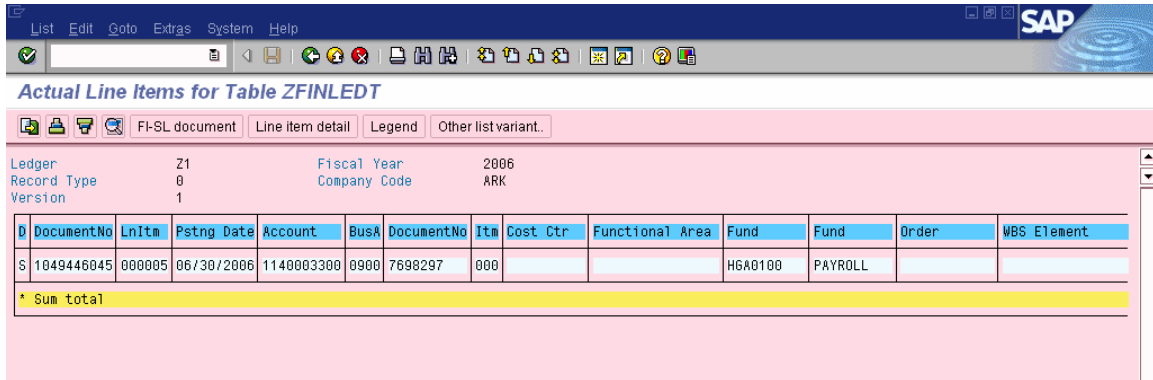
The screenshot shows the same SAP Trial Balance report as above, but with a dialog box open over the account #1140003300. The dialog box has two options: 'Totals Records from Table ZFINLEDT' and 'Actual Line Items for Table ZFINLEDT'. The 'Actual Line Items' option is selected. The background table is partially obscured by the dialog box.

Account	Debit	Credit	Balance
** Customer Receivables	154,268.20	(154,268.20)	0.00
1130001300 Fed. Rec. Accrual	352,047.70	(352,047.70)	0.00
** Federal Receivables	352,047.70	(352,047.70)	0.00
1130012000 Loans and Notes AR	4,954.00	(4,954.00)	0.00
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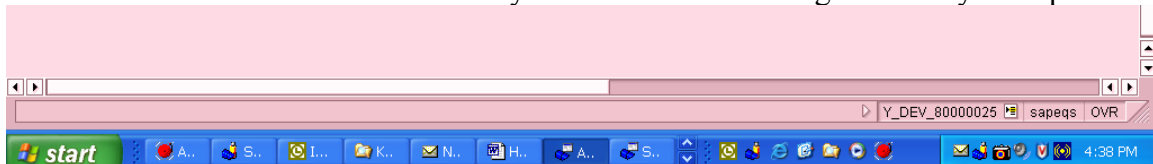
Your report is wider than your screen, and the left side of your report will appear.



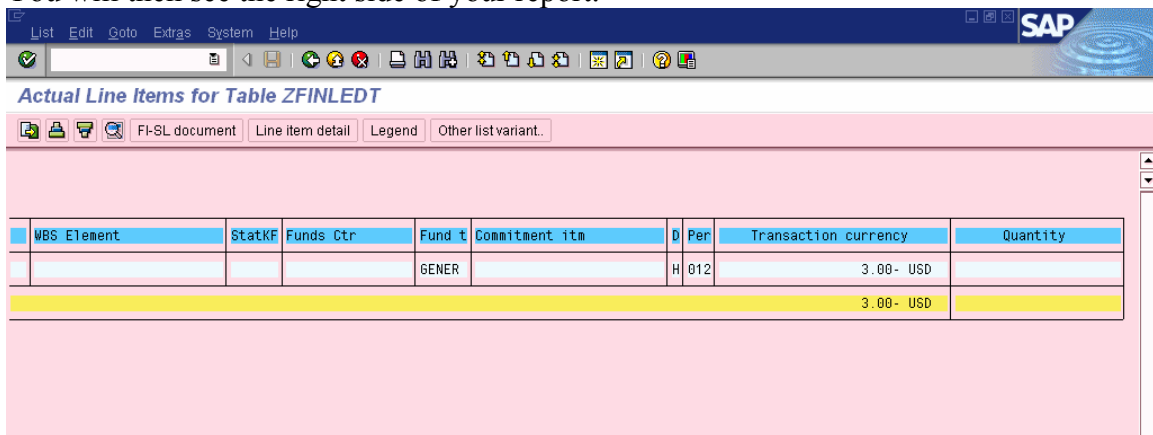
The screenshot shows the SAP FI-SL document screen for document 1140003300. The report is titled "Actual Line Items for Table ZFINLEDT". The left side of the report is visible, showing a table with columns: DocumentNo, LnItm, Pstng Date, Account, BusA, DocumentNo, Itm, Cost Ctr, Functional Area, Fund, Fund, Order, and WBS Element. A single line item is shown with a sum total.

DocumentNo	LnItm	Pstng Date	Account	BusA	DocumentNo	Itm	Cost Ctr	Functional Area	Fund	Fund	Order	WBS Element
S 1049446045	000005	06/30/2006	1140003300	0900	7698297	000			HGA0100	PAYROLL		
* Sum total												

Click on the scroll bar at the bottom of your screen to see the right side of your report.



You will then see the right side of your report.



The screenshot shows the same SAP FI-SL document screen, but the right side of the report is now visible. The table has columns: WBS Element, StatKF, Funds Ctr, Fund t, Commitment itm, D, Per, Transaction currency, and Quantity. A single line item is shown with a sum total.

WBS Element	StatKF	Funds Ctr	Fund t	Commitment itm	D	Per	Transaction currency	Quantity
			GENER		H	012	3.00 - USD	
3.00 - USD								

There is one document shown. Double click anywhere on the line to drill down.

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Your document will be displayed. A YB document type is used for posting payroll expense.

The screenshot shows the SAP 'Document Overview - Display' window. The document type is YB (PR Acct document) Normal document. The document number is 7698297, dated 06/30/2006, with a posting date of 06/30/2006 and a fiscal year of 2006. The document is in period 12. The currency is USD. The document is a test document (FP TEST).

Item	PK	Account	Account short text	Cost Ctr	BusA	Fund	Funds Ctr	Amount	Text	Order	WBS elem.	FA	Clrng doc.
1	40	5010001000	00 Regular Salaries	443616	0900	HGA0100	499A	1.00				REC	
2	40	5010005000	03 FICA & Medic Exp	443616	0900	HGA0100	499A	1.00				REC	
3	40	5010007000	03 Retirement Exp	443616	0900	HGA0100	499A	1.00				REC	
4	50	2115001000	Sal Accrued AP		0900	HGA0100		3.00-					
*								0.00					

Click on “Environment”, then select “Document environment”, then “Accounting documents”.

The screenshot shows the same SAP 'Document Overview - Display' window, but with the 'Environment' menu open. The menu path is: Environment > Document environment > Accounting documents. The document details and line item table are the same as in the previous screenshot.

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Double click on “Spec. Purpose Ledger”.

The screenshot shows the SAP 'Document Overview - Display' window. On the left, a 'List of Documents in Accounting' pop-up is open, displaying 'Documents in Accounting' with the following details:

Object type text	Doc. Number
Spec. purpose ledger	1049446045
Controlling Document	0116375934
Funds Management doc	1016016154

Below this, there are buttons for 'Original document' and a close icon. The main window displays document details for document 1049446045, including 'ent', 'ARK', 'Fiscal year 2006', and 'Period 12'. A table of line items is shown below:

BusA	Fund	Funds Ctr	Amount	Text	Order	WBS elem.	FA	Clrng doc.
0900	HGA0100	499A	1.00				REC	
0900	HGA0100	499A	1.00				REC	
0900	HGA0100	499A	1.00				REC	
0900	HGA0100		3.00-					

Your Special Purpose Ledger (SPL) document will be displayed. Remember that the system posts expense in the agency fund and substitutes the PAYROLL fund on the payable line, creating a credit in GL #1140003300 on the agency fund. When payroll cash is transferred on an SB document type, the system will create a debit in the agency fund on GL #1140003300, zeroing the balance on that account.

The screenshot shows the SAP 'Display FI-SL local actual single docs' window. It displays a detailed table of line items for document 1049446045. The table includes columns for DocumentNo, D Period, Year, CoCd, R Ver, Ld, RefDocumnt, D Postg, Date, Value, date, Entry, date, Time, User, and various accounting fields.

DocumentNo	D Period	Year	CoCd	R Ver	Ld	RefDocumnt	D Postg	Date	Value	date	Entry	date	Time	User
1049446045	S	12	2006	ARK	0	1	Z1	7698297	W	06/30/2006	06/30/2006	06/30/2006	15:10:31	FDPRICE
000001	1	1	5010001000	0900	443616	HGA0100			499A	501:00:00				
000002	2	2	5010005000	0900	443616	HGA0100			499A	501:00:03				
000003	3	3	5010007000	0900	443616	HGA0100			499A	501:00:03				
000004	4	4	2115001000	0610		PAYROLL				210:00:02				
000005			1140003300	0900		HGA0100					0610			
000006			1140003300	0610		PAYROLL					0900			

Below the table, there are summary rows:

* 1049446045														0.00	USD
** Total														0.00	USD

You will now be able to see when your payroll expense is posted, and know how much cash will be required. Later you can then see when the payroll cash transfers are completed properly that the account balance on GL #1140003300 is zero again.